

Americas

Daily Tailgate Meeting

Instructions: Conduct meeting prior to sending crews to individual tasks. Require attendance of all AECOM employees and subcontractors. Invite personnel from simultaneous operations for coordination purposes. Review scope of work and briefly discuss required and applicable discussions associated with Task Hazard Assessment (THA) follow this meeting at the task location immediately before individual task is started. **This meeting is a daily refresher, not a full orientation.**

AECOM Supervisor Name: MARK TAUSCHER
 Phone Number: 503-367-0089
 AECOM SH&E Rep. Name: Bruce Cassen
 Phone Number: 503-222-7200
 Meeting Leader: MARK TAUSCHER

Date: 6/22/18 Project Name/Location: PH / Fish Tracking

Project Number:

Today's Scope of Work: Receiver monitoring

Muster Point Location: _____ First Aid Kit Location: _____ Fire Extinguisher Location: _____ Spill Kit Location: _____

- 1. Required Topics**
- Fitness for Duty requirements, all sign in / sign out
 - Required training (incl. task specific) completed and current
 - SH&E Plan onsite - understood, reviewed, signed by all (incl. scope, hazards, controls, procedures, requirements, etc.)
 - Pre-Job Hazard Assessments (JHA/JSAs) available and understood
 - Task Hazard Assessments (THAs) are to be completed for each task immediately prior to conducting
 - STOP WORK Right & Responsibility- all task changes/changed conditions re-assess with THA
 - Requirement to report to supervisor any injury, illness, damage, near miss, unsafe act / condition
 - Emergency Response Plan - including muster point, first aid kit, fire extinguisher, clinic/hospital location
 - Personal Protective Equipment (PPE) - Required items per hazard assessments in good condition / in use by all
 - Equipment/machinery inspected (documented as required) and in good condition - operators properly trained/certified
 - Work area set up and demarcation/ barricades in place to protect workers, site staff, and the public
 - Required checklists/records available, understood (describe):
 - Lessons Learned / SH&E improvements (describe):

- 2. Discuss if Applicable to Today's Work**
- Check as reviewed or mark as not applicable
- Biological/ Chemical / Electrical Hazards
 - Ergonomics - Lifting, Body Position
 - Lock Out/ Tag Out
 - Short Service Employees - visual identifier and mentor/ oversight assignment
 - Simultaneous/ Neighbouring Operations
 - Slip/ Trip/ Fall Hazards
 - Specialized PPE Needs
 - Traffic Control
 - Waste Management/ Decontamination
 - Weather Hazards / Heat Stress / Cold Stress
 - Subcontractor Requirements (e.g., JHAs, THAs, procedures, reporting, etc.)
 - Work Permits / Plans required (e.g., Fall Protection, Confined Space, Hot Work, Critical Lifts, etc.); in place, understood (identify/attach):
 - Other Topics (describe/attach):
 - Client specific requirements (describe):

3. Daily Check Out by Site Supervisor

Describe incidents, near misses, observations or Stop Work interventions from today:

Describe Lessons Learned/ Improvement Areas from today:

The site is being left in a safe condition and work crew checked out as fit unless otherwise specified as above.

Site Supervisor Name	Signature	Date
		Time (at end of day / shift)

Worker Acknowledgement / Sign In Sign Out sheets applicable to this meeting are on reverse and, if applicable, attached.

Daily Tailgate Meeting (S3AM-209-FM5)
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